



Job description:

Job title:	Freight Operation Coordinator
Salary:	Competitive
Location:	Liege Airport, Belgium
Department:	Operations
Reporting to:	Freight Business Line Manager
Direct report:	None
Other key stakeholders:	Colleagues from the West Europe Business Area and from the head office in China, as well as our customers from across the world.
Contract:	Full-Time, One Year Fixed Term Contract

Company description:

[SF Express](#) is a one of China's top Logistics companies. Founded in China in 1993, SF Express has expanded internationally with offices in the United States, Australia, Japan, South Korea, Singapore, Malaysia, Thailand, Vietnam, Russia, Germany, the Netherlands and the UK. SF Express has its own cargo services through its subsidiary SF Airlines and currently owns nearly 60 cargo aircraft worldwide. SF Express has over 400,000 employees worldwide and its parent company, SF Holding's annual turnover in 2018 was \$12 billion.

SF Express is expanding across Europe and the role holder will have opportunities to work on exciting projects and develop professionally.

Key responsibilities:

- Perform multi-directional (import/export) and multi-Gateway (FRA and LGG) tasks in order to effectively service the full scope of customer needs.
- Determine method of transportation/shipping and prepare bills / invoices and other documents.
- Assist clients in planning of transit times and routes, receive bookings and trace lost or misdirected cargo shipments.
- Follow operations policies, procedures, standards, including safety procedures/policies for handling of hazardous material, and ensure compliance with transport regulations.
- Coordinate with Custom House Broker / trucking companies as appropriate
- Other ad-hoc duties in Liege Airport occasionally may be required.

Person specification:

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Qualifications/Education:		
Educated to degree level or equivalent		✓
English (both written and verbal) – at IELTS 6.5 level or equivalent	✓	
French (both written and verbal) – at least B1 level or above	✓	
Mandarin Chinese (both written and verbal) – intermediate level	✓	
Experience in working for an international business that collaborates with Chinese-speaking stakeholders.		✓
More than two years of air freight logistics operation experience	✓	
Knowledge and Skills:		
Good communication and coordination skills	✓	
Could act on his or her own initiative to logically resolve the issue.	✓	
Have the customer centric mindset and be reliable.	✓	
Have the ability to work closely with stakeholders from different professional backgrounds and ensure all actions are acted upon.	✓	
Ability to prioritise a varied workload and meet demanding deadlines.	✓	
Adaptable, curious and willing to embrace change and contribute to a continuous programme of improvement, with a commitment to	✓	

personal and professional development.		
Competent to use the Microsoft package and intermediate level in Excel.	✓	

Please note where qualifications are required for the role, employment is conditional on the verification of them.

Thank you for your interest in working for us. We wish you all the best with your application.